User Manual For

Warehouse Distribution

Web Application

09/01/2006

Table of Contents

Overview	3
Logging In	4
Store Selection	5-6
Item Selection	7-8
Enter Distribution	9-14
Distribution – Ready to Commit	15
Distribution – Successfully Committed	16
Return to Distribution – Store Selection	17
Main Menu – Transfer	18
Transfer Selection	19
Generate Transfers	20-22
Transfer – Add Item Selection	23
Returning to Generate Orders from Add Items	24-25
Transfer – Ready to Commit	26
Transfer Successfully Committed	27

Overview

The purpose of the Warehouse Distribution program is to create transfers from a central site to a group of stores. It allows transferring from one store into another store, or from one store into a series of stores. The transfer out location is a single location. The transfer in locations could be as many as desired for a particular region (it only transfers to stores within a single region).

There are a series of steps to this process:

1. In the Purchasing web site, on the main menu, click on 2nd option, Distribution, to select items to be transferred from the warehouse into stores. This records your requests, but does not generate the actual transfer.

2. In the Purchasing web site, on the main menu, click on the 3rd option, Transfer, to finalize the transfers (modify quantities, add items, etc.). Use this to create the transfer worksheets (an RMS worksheet 330).

3. At the warehouse, use the HQ Client to poll the warehouse to HQ to get the transfers that were created by the above step (step 2).

4. At the warehouse, use the Store Operations Manager to commit the Transfer Out.

5. At the warehouse, use the HQ Client to poll the warehouse to send the committed transfer out to HQ.

6. At the receiving store, use the HQ Client to poll to HQ and receive the Transfer In.

7. At the receiving store, use the Store Operations Manager to commit the Transfer In.

8. At the receiving store, use the HQ Client to poll to HQ and confirm the Transfer In to HQ.

At either the sending store or the receiving store, the RMS Store Operations "Inventory – Transfer" functions can be used to print the transfer.

The web-based Warehouse Distribution program is not used to send transfers directly to a sending or receiving store. The purpose of the web-based program is to create transfer worksheets at RMS Headquarters.

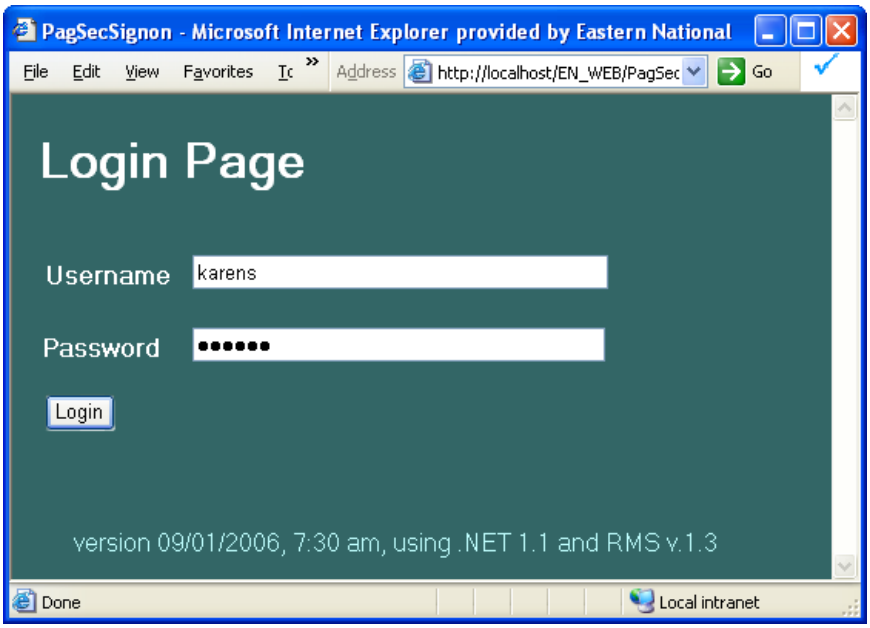
The web-based Warehouse Distribution program is not used to print a report of any transfers (although the print button in Internet Explorer may be used). When performing step 2 above, there is a feature to "Display Picking Ticket". With that feature, you then use the print button in Internet Explorer to do the actual printing.

The remainder of this document explains how to use the web-based Warehouse Distribution program.

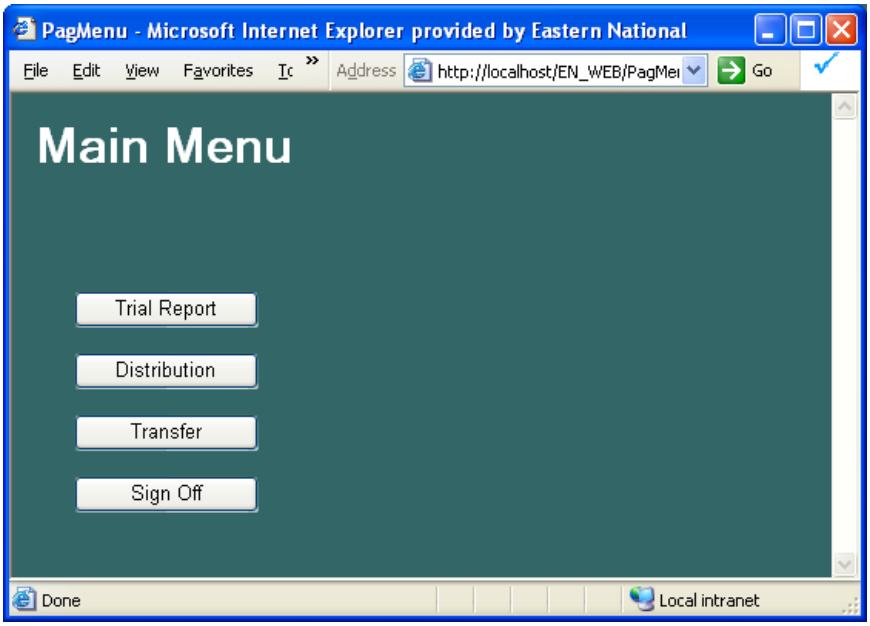
Logging In

Use Internet Explorer to get to the Purchasing Website (http://purchasing.easternnational.org).

Enter your usual User name and Password. Click Login.



Click on the Distribution button of the Main Menu. Note: if a user does not have the authority to use the Warehouse Distribution system, they will not see this menu, but will instead go directly to the Trial Report.



Store Selection

Make your various selections and click Continue to advance to the Item Selection page.

Choices are:

1. Region – this is automatically prompted based on your security.

2. From Park – this is automatically prompted based on the region. The default is coded into the program, so changing the default means changing the program. There is a default for each region. This default was based on the location in the region which has the highest number of Transfer Out transactions.

3. Sales Dates From-Thru – this is automatically prompted based on today's date (a month ago up until today). These dates are used to compute the Period Sales column (PdSls) on the "Enter Transfers" page.

4. Transfer Dates From-Thru – this is automatically prompted based on today's date (the first of the month up until today). This is used to compute the Month To Date Distribution column (MoDst) on the "Enter Transfer" page. These also become the defaults for the "No Activity" dates on the "Item Selection" page.

5. Calc Method – automatically prompts for Need. On the "Enter Transfers" page, choosing "Zero" will place a zero in the "TfrQty" column. Choosing "Need x %" will place the computed need in the "TfrQty" column (Need = Period Sales – On Hand times the Percentage, which defaults to 100%). Choosing "(Need – MTD) x %" will place the results of the computation into the "TfrQty" column (Period Sales – On Hand – Month To Date Transfers times the Percentage).

6. Percentage – this is automatically prompted for 100%. This is used if the Calc Method chosen is "Need x %" or "(Need – MTD) x %"

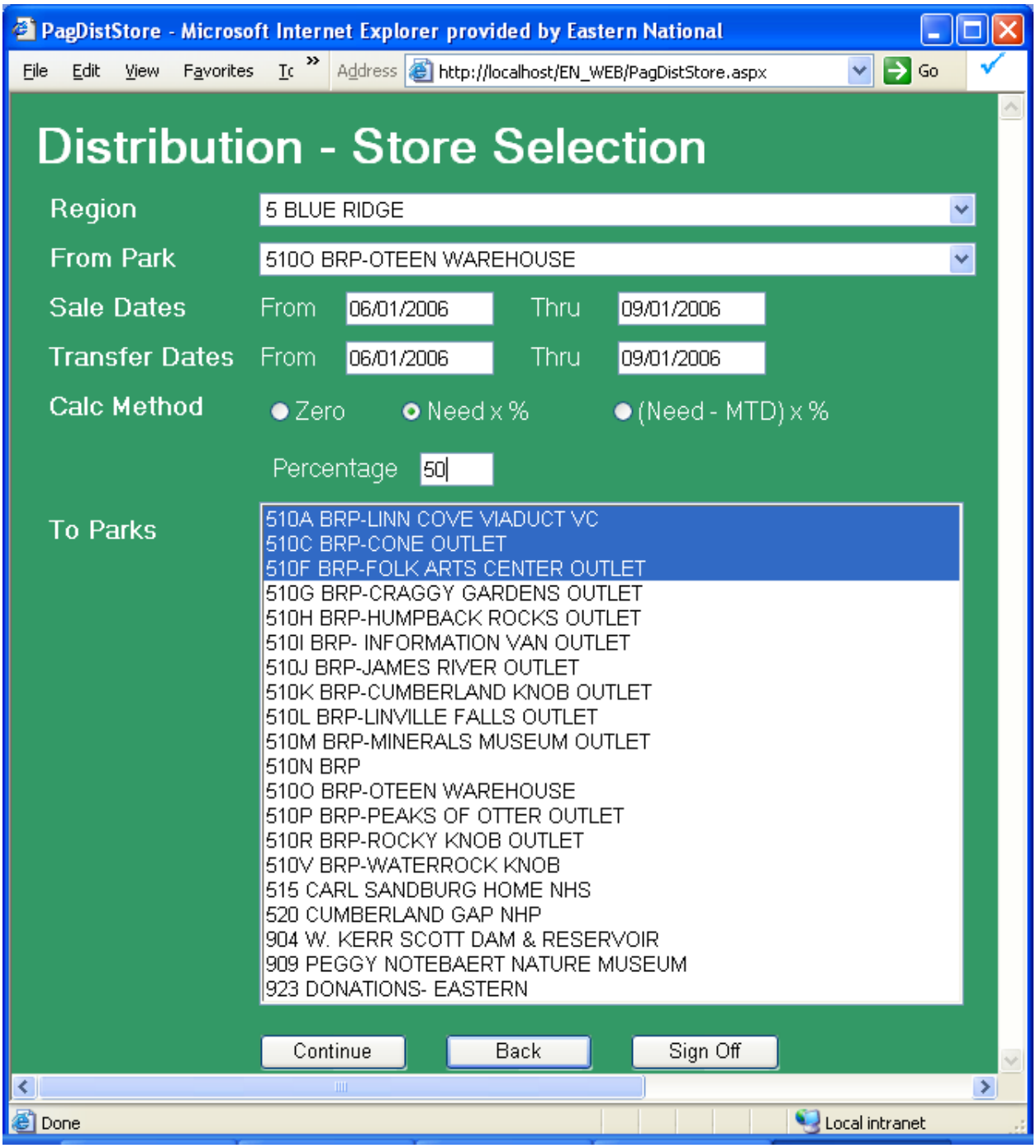
7. To Parks – none of these are automatically selected. Any number may be selected. Clicking on a single park only selects that park. Hold down "Ctrl" and click to choose a variety of parks. Hold down "Shift" and click to choose from one park to another park, consecutively on the list.

8. Continue button – advances to the Item Selection page.

9. Back button – returns to the Main Menu page.

10. Sign off button – returns to the Login page.

The next page shows a sample of the display.


PagDistStore - Microsoft Internet Explorer provided by Eastern National
File Edit View Favorites Tc
Address http://localhost/EN_WEB/PagDistStore.aspx
Go
Distribution - Store Selection
Region
5 BLUE RIDGE
From Park
510O BRP-OTEEN WAREHOUSE
Sale Dates
From 06/01/2006
Thru 09/01/2006
Transfer Dates
From 06/01/2006
Thru 09/01/2006
Calc Method
Zero
Need x %
(Need - MTD) x %
Percentage 50
To Parks
510A BRP-LINN COVE VIADUCT VC
510C BRP-CONE OUTLET
510F BRP-FOLK ARTS CENTER OUTLET
510G BRP-CRAGGY GARDENS OUTLET
510H BRP-HUMPBACK ROCKS OUTLET
510I BRP- INFORMATION VAN OUTLET
510J BRP-JAMES RIVER OUTLET
510K BRP-CUMBERLAND KNOB OUTLET
510L BRP-LINVILLE FALLS OUTLET
510M BRP-MINERALS MUSEUM OUTLET
510N BRP
510O BRP-OTEEN WAREHOUSE
510P BRP-PEAKS OF OTTER OUTLET
510R BRP-ROCKY KNOB OUTLET
510V BRP-WATERROCK KNOB
515 CARL SANDBURG HOME NHS
520 CUMBERLAND GAP NHP
904 W. KERR SCOTT DAM & RESERVOIR
909 PEGGY NOTEBAERT NATURE MUSEUM
923 DONATIONS- EASTERN
Continue
Back
Sign Off
Done
Local intranet

Item Selection

Choose the items to be transferred and click Continue to advance to the "Enter Transfers" page.

Options are:

1. Select as many items as desired. Using "Ctrl" click will select individual items. Using "Shift" click will select a range of items. To select all items, click on the top item, then scroll to the bottom, and use "Shift" click on the last item. You may also use "Ctrl" click to deselect items in the selected range.

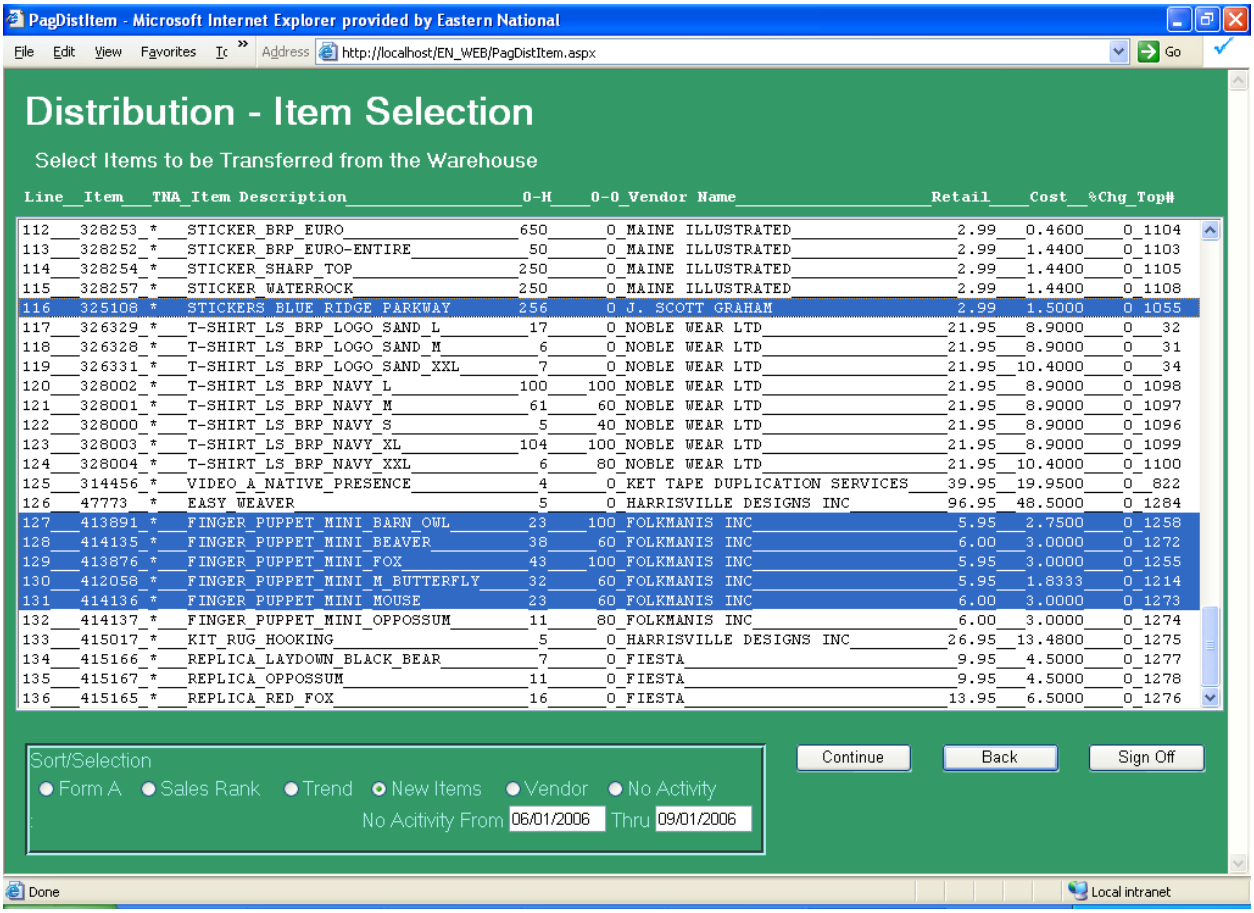
2. Sort/Selection options – "Form A" is the assumed sort and includes all records. "Sales Rank" sorts by the "Top#" at the right, followed by the "Form A" sort. "Trend" sorts by the "% Chg" column at the right, followed by the "Form A" sort. "New Items" will only select new items and will sort by the "Form A". "Vendor" will sort by the "Vendor Name" column followed by the "Form A" sort. "No Activity" will only select items which have had no "Transfers Out" for the period selected and will sort by the "Form A". Enter the "No Activity From-Thru" dates before making this selection (or else it will use the default dates that are shown).

3. Continue button – advance to the "Enter Transfers" page.

4. Back button – return to the "Store Selection" page.

5. Sign off – return to the "Login" page.

The next page shows a sample of the display.


PagDistItem - Microsoft Internet Explorer provided by Eastern National
File Edit View Favorites Tc
Address http://localhost/EN_WEB/PagDistItem.aspx
Go
Distribution - Item Selection
Select Items to be Transferred from the Warehouse
Line Item TNA Item Description O-H O-O Vendor Name Retail Cost %Chg Top#
112 328253 * STICKER_BRP_EURO 650 0 MAINE ILLUSTRATED 2.99 0.4600 0 1104
113 328252 * STICKER_BRP_EURO-ENTIRE 50 0 MAINE ILLUSTRATED 2.99 1.4400 0 1103
114 328254 * STICKER_SHARP_TOP 250 0 MAINE ILLUSTRATED 2.99 1.4400 0 1105
115 328257 * STICKER_WATERROCK 250 0 MAINE ILLUSTRATED 2.99 1.4400 0 1108
116 325108 * STICKERS_BLUE_RIDGE_PARKWAY 256 0 J. SCOTT GRAHAM 2.99 1.5000 0 1055
117 326329 * T-SHIRT_LS_BRP_LOGO_SAND_L 17 0 NOBLE WEAR LTD 21.95 8.9000 0 32
118 326328 * T-SHIRT_LS_BRP_LOGO_SAND_M 6 0 NOBLE WEAR LTD 21.95 8.9000 0 31
119 326331 * T-SHIRT_LS_BRP_LOGO_SAND_XXL 7 0 NOBLE WEAR LTD 21.95 10.4000 0 34
120 328002 * T-SHIRT_LS_BRP_NAVY_L 100 100 NOBLE WEAR LTD 21.95 8.9000 0 1098
121 328001 * T-SHIRT_LS_BRP_NAVY_M 61 60 NOBLE WEAR LTD 21.95 8.9000 0 1097
122 328000 * T-SHIRT_LS_BRP_NAVY_S 5 40 NOBLE WEAR LTD 21.95 8.9000 0 1096
123 328003 * T-SHIRT_LS_BRP_NAVY_XL 104 100 NOBLE WEAR LTD 21.95 8.9000 0 1099
124 328004 * T-SHIRT_LS_BRP_NAVY_XXL 6 80 NOBLE WEAR LTD 21.95 10.4000 0 1100
125 314456 * VIDEO_A_NATIVE_PRESENCE 4 0 KET TAPE DUPLICATION SERVICES 39.95 19.9500 0 822
126 47773 * EASY_WEAVER 5 0 HARRISVILLE DESIGNS INC 96.95 48.5000 0 1284
127 413891 * FINGER_PUPPET_MINI_BARN_OWL 23 100 FOLKMANIS INC 5.95 2.7500 0 1258
128 414135 * FINGER_PUPPET_MINI_BEAVER 38 60 FOLKMANIS INC 6.00 3.0000 0 1272
129 413876 * FINGER_PUPPET_MINI_FOX 43 100 FOLKMANIS INC 5.95 3.0000 0 1255
130 412058 * FINGER_PUPPET_MINI_M_BUTTERFLY 32 60 FOLKMANIS INC 5.95 1.8333 0 1214
131 414136 * FINGER_PUPPET_MINI_MOUSE 23 60 FOLKMANIS INC 6.00 3.0000 0 1273
132 414137 * FINGER_PUPPET_MINI_OPPOSSUM 11 80 FOLKMANIS INC 6.00 3.0000 0 1274
133 415017 * KIT_RUG_HOOKING 5 0 HARRISVILLE DESIGNS INC 26.95 13.4800 0 1275
134 415166 * REPLICA_LAYDOWN_BLACK_BEAR 7 0 FIESTA 9.95 4.5000 0 1277
135 415167 * REPLICA_OPPOSSUM 11 0 FIESTA 9.95 4.5000 0 1278
136 415165 * REPLICA_RED_FOX 16 0 FIESTA 13.95 6.5000 0 1276
Sort/Selection
Form A Sales Rank Trend New Items Vendor No Activity
No Acitivity From 06/01/2006 Thru 09/01/2006
Continue
Back
Sign Off
Done
Local intranet

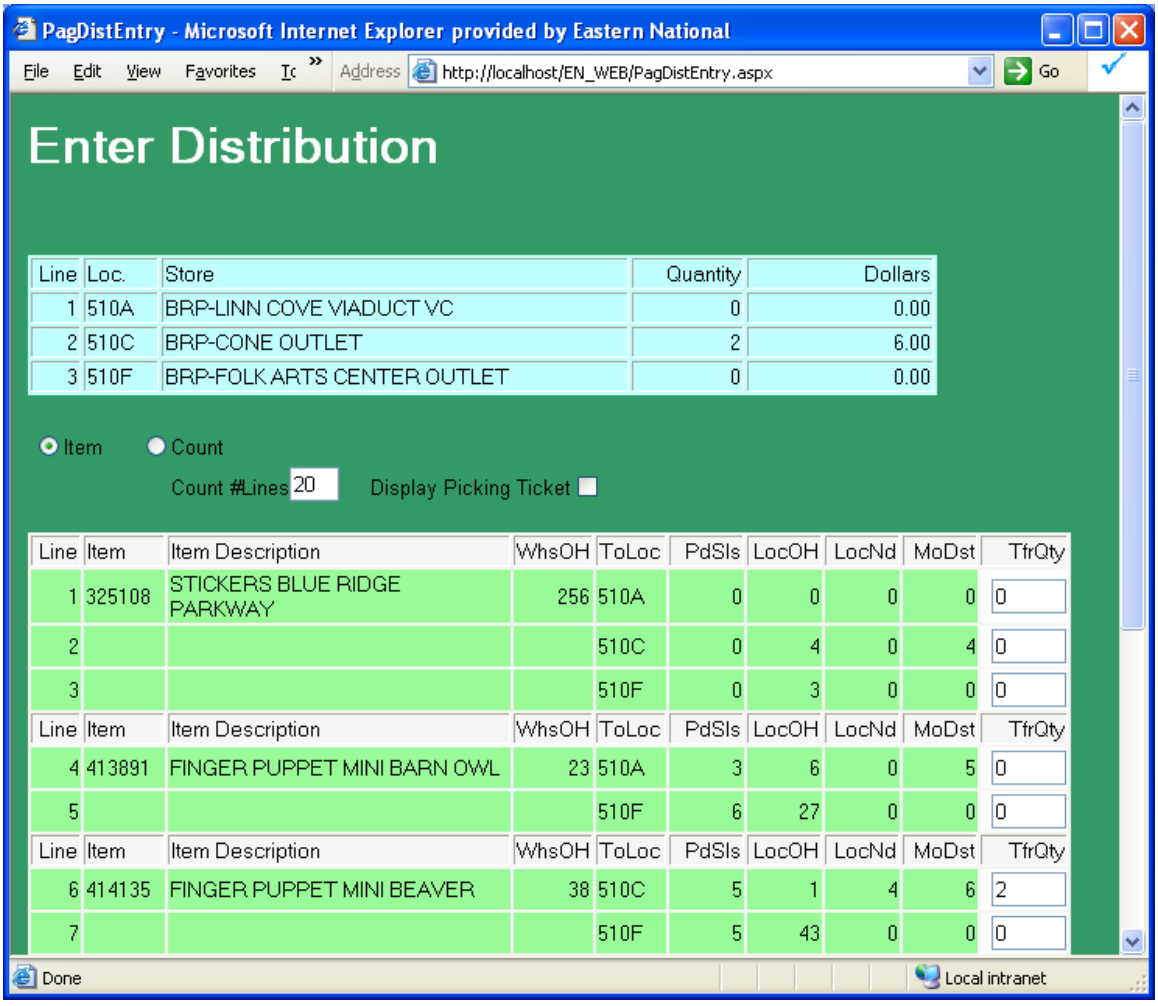
Enter Distribution

Enter the quantities to be transferred into the “TfrQty” column for each item and click Continue to advance to the “Ready to Commit” page.

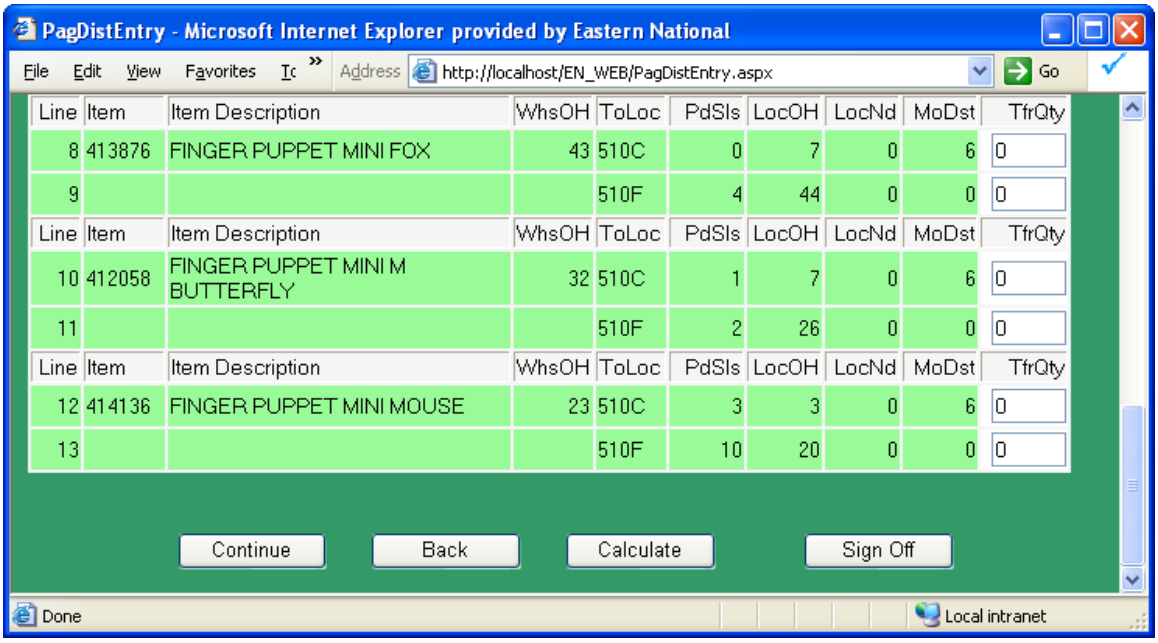
If you selected “Need x %” or “(Need – MTD) x %” under the Calc Method on the Store Selection page, a computed Transfer Quantity will be shown (in the “TfrQty” column).

You may use the “Print” button on the Internet Explorer toolbar (or File/Print menu) to print this page. This page was designed to print all information. The width of the columns was reduced to allow this.

Below you will see the initial display.


PagDistEntry - Microsoft Internet Explorer provided by Eastern National
File Edit View Favorites Tc
Address http://localhost/EN_WEB/PagDistEntry.aspx
Go
Enter Distribution
Line Loc. Store Quantity Dollars
1 510A BRP-LINN COVE VIADUCT VC 0 0.00
2 510C BRP-CONE OUTLET 2 6.00
3 510F BRP-FOLK ARTS CENTER OUTLET 0 0.00
Item
Count
Count #Lines 20
Display Picking Ticket
Line Item Item Description WhsOH ToLoc PdSls LocOH LocNd MoDst TfrQty
1 325108 STICKERS BLUE RIDGE PARKWAY 256 510A 0 0 0 0 0
2 510C 0 4 0 4 0
3 510F 0 3 0 0 0
Line Item Item Description WhsOH ToLoc PdSls LocOH LocNd MoDst TfrQty
4 413891 FINGER PUPPET MINI BARN OWL 23 510A 3 6 0 5 0
5 510F 6 27 0 0 0
Line Item Item Description WhsOH ToLoc PdSls LocOH LocNd MoDst TfrQty
6 414135 FINGER PUPPET MINI BEAVER 38 510C 5 1 4 6 2
7 510F 5 43 0 0 0
Done
Local intranet

Below you will see the bottom of the display (after scrolling down the web page).


PagDistEntry - Microsoft Internet Explorer provided by Eastern National
File Edit View Favorites Tc
Address http://localhost/EN_WEB/PagDistEntry.aspx
Go
Line Item Item Description WhsOH ToLoc PdSls LocOH LocNd MoDst TfrQty
8 413876 FINGER PUPPET MINI FOX 43 510C 0 7 0 6 0
9 510F 4 44 0 0 0
Line Item Item Description WhsOH ToLoc PdSls LocOH LocNd MoDst TfrQty
10 412058 FINGER PUPPET MINI M BUTTERFLY 32 510C 1 7 0 6 0
11 510F 2 26 0 0 0
Line Item Item Description WhsOH ToLoc PdSls LocOH LocNd MoDst TfrQty
12 414136 FINGER PUPPET MINI MOUSE 23 510C 3 3 0 6 0
13 510F 10 20 0 0 0
Continue
Back
Calculate
Sign Off
Done
Local intranet

Store summary grid:

1. One line for each Transfer In store will be displayed with a sum of the quantity and the cost in dollars for the transfers entered (or computed based on the Calc Method).

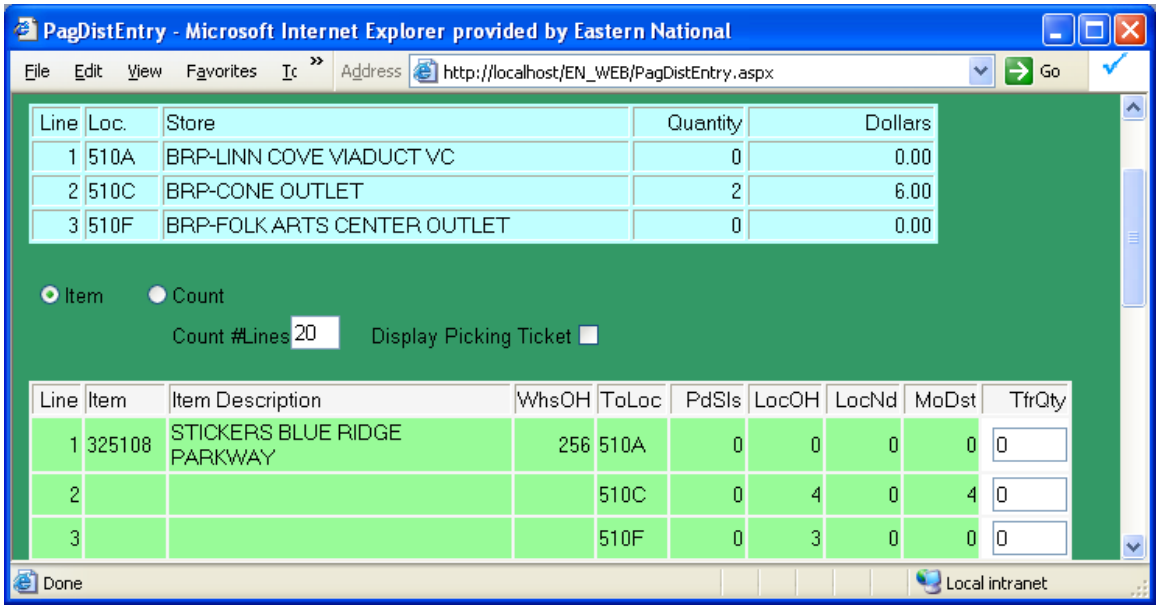
Line Item grid:

1. Line – is a number from one to the last line number, this is simply a count.
2. Item – is the Eastern 5-6 digit item code (only shown once for more than one store).
3. Item Description – is the Eastern description for the item (only shown once for more than one store).
4. WhseOH – is the quantity On Hand at the Warehouse store (only shown once for more than one store).
5. ToLoc – is the store code for a Transfer In store.
6. PdSls – is the Period Sales, the quantity sold of that item in the Transfer In store for the sales dates entered on the Store Selection page.
7. LocOH – is the quantity On Hand at the Transfer In store.
8. LocNd – is the quantity needed at the Transfer In store (computed as Period Sales – On Hand).

9. MoDst – is the quantity transferred out of the Warehouse store within the Transfer Dates entered on the Store Selection page.

10. TfrQty – is the quantity to be transferred from the Warehouse to the Transfer In store. This is initially computed based on the "Calc Method" chosen on the Store Selection page.

Options at the top of the page:



Line	Loc.	Store	Quantity	Dollars
1	510A	BRP-LINN COVE VIADUCT VC	0	0.00
2	510C	BRP-CONE OUTLET	2	6.00
3	510F	BRP-FOLK ARTS CENTER OUTLET	0	0.00

Line	Item	Item Description	WhsOH	ToLoc	PdSls	LocOH	LocNd	MoDst	TfrQty
1	325108	STICKERS BLUE RIDGE PARKWAY	256	510A	0	0	0	0	0
2				510C	0	4	0	4	0
3				510F	0	3	0	0	0

Below the store summary grid, there are two options "Item" and "Count":

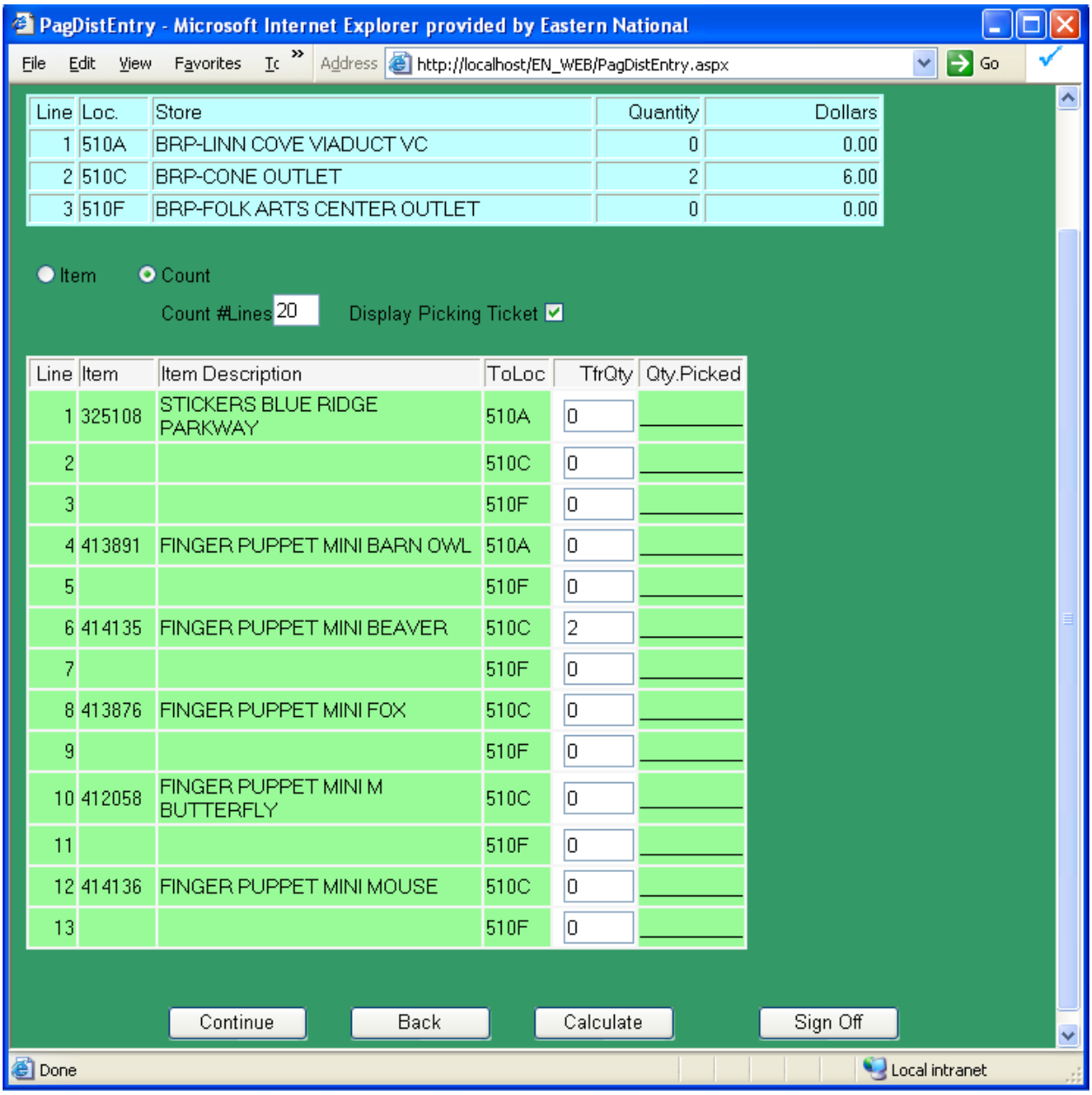
The Item option is automatically selected in Distribution mode, and the Count option is automatically selected when in Transfer mode. The user may change this option.

"Item" will show the gray heading line once for each item in the line item grid. The line item grid is sorted by Form A (1st digit of item number followed by the item description), and then by the receiving location. As shown above, lines 1-3 are the same item, 325108, sorted by the "ToLoc", 510A, 510C, and 510F. This is in the Distribution mode. When in Transfer mode, only one "ToLoc" is shown, therefore it would be a waste to shown the gray heading line for every item. When the Count option is selected, the "Count #Lines" is used to determine how often the gray heading line repeats. This defaults to every 20 lines.

Clicking the Count option will display as shown below:

PagDistEntry - Microsoft Internet Explorer provided by Eastern National
File Edit View Favorites Tc
Address http://localhost/EN_WEB/PagDistEntry.aspx
Go
Line Loc. Store Quantity Dollars
1 510A BRP-LINN COVE VIADUCT VC 0 0.00
2 510C BRP-CONE OUTLET 2 6.00
3 510F BRP-FOLK ARTS CENTER OUTLET 0 0.00
Item
Count
Count #Lines 20
Display Picking Ticket
Line Item Item Description WhsOH ToLoc PdSls LocOH LocNd MoDst TfrQty
1 325108 STICKERS BLUE RIDGE PARKWAY 256 510A 0 0 0 0 0
2 510C 0 4 0 4 0
3 510F 0 3 0 0 0
4 413891 FINGER PUPPET MINI BARN OWL 23 510A 3 6 0 5 0
5 510F 6 27 0 0 0
6 414135 FINGER PUPPET MINI BEAVER 38 510C 5 1 4 6 2
7 510F 5 43 0 0 0
8 413876 FINGER PUPPET MINI FOX 43 510C 0 7 0 6 0
9 510F 4 44 0 0 0
10 412058 FINGER PUPPET MINI M BUTTERFLY 32 510C 1 7 0 6 0
11 510F 2 26 0 0 0
12 414136 FINGER PUPPET MINI MOUSE 23 510C 3 3 0 6 0
13 510F 10 20 0 0 0
Continue
Back
Calculate
Sign Off
Done
Local intranet

Checking the “Display Picking Ticket” hides the columns for “WhsOH”, “PdSls”, “LocOH”, “LocNd”, and “MoDst”. In addition, it shows a blank column after the “TfrQty” columns. This option is meant to be taken in the Transfer mode, but it can be used in the Distribution mode as well. By clicking the Internet Explorer print button, the user can print a picking list. This will show the data in the following format:


PagDistEntry - Microsoft Internet Explorer provided by Eastern National
File Edit View Favorites Tc
Address http://localhost/EN_WEB/PagDistEntry.aspx
Go
Line Loc. Store Quantity Dollars
1 510A BRP-LINN COVE VIADUCT VC 0 0.00
2 510C BRP-CONE OUTLET 2 6.00
3 510F BRP-FOLK ARTS CENTER OUTLET 0 0.00
Item
Count
Count #Lines 20
Display Picking Ticket
Line Item Item Description ToLoc TfrQty Qty.Picked
1 325108 STICKERS BLUE RIDGE PARKWAY 510A 0
2 510C 0
3 510F 0
4 413891 FINGER PUPPET MINI BARN OWL 510A 0
5 510F 0
6 414135 FINGER PUPPET MINI BEAVER 510C 2
7 510F 0
8 413876 FINGER PUPPET MINI FOX 510C 0
9 510F 0
10 412058 FINGER PUPPET MINI M BUTTERFLY 510C 0
11 510F 0
12 414136 FINGER PUPPET MINI MOUSE 510C 0
13 510F 0
Continue
Back
Calculate
Sign Off
Done
Local intranet

Options:

1. Continue button – advances to the “Ready to Commit” page.
2. Back button – returns to the “Item Selection” page.
3. Calculate button – recomputes the store totals at the top and redisplays the current page.
4. Sign off – returns to the “Login” page.

After entering quantities into the “TfrQty” column and clicking Calculate, the following display will result, showing updated store totals at the top. Then click Continue to advance to the “Distribution – Ready to Commit” display.

Line	Loc.	Store	Quantity	Dollars
1	510A	BRP-LINN COVE VIADUCT VC	15	30.00
2	510C	BRP-CONE OUTLET	24	63.07
3	510F	BRP-FOLK ARTS CENTER OUTLET	7	10.50

Line	Item	Item Description	WhsOH	ToLoc	PdSls	LocOH	LocNd	MoDst	TfrQty
1	325108	STICKERS BLUE RIDGE PARKWAY	256	510A	0	0	0	0	10
2				510C	0	4	0	4	6
3				510F	0	3	0	0	7
4	413891	FINGER PUPPET MINI BARN OWL	23	510A	3	6	0	5	5
5				510F	6	27	0	0	0
6	414135	FINGER PUPPET MINI BEAVER	38	510C	5	1	4	6	5
7				510F	5	43	0	0	0
8	413876	FINGER PUPPET MINI FOX	43	510C	0	7	0	6	3
9				510F	4	44	0	0	0
10	412058	FINGER PUPPET MINI M BUTTERFLY	32	510C	1	7	0	6	3
11				510F	2	26	0	0	0
12	414136	FINGER PUPPET MINI MOUSE	23	510C	3	3	0	6	7
13				510F	10	20	0	0	0

Distribution - Ready to Commit

Click “Save” to save the distribution you entered and advance to the “Successfully Committed” page.

Store summary grid:

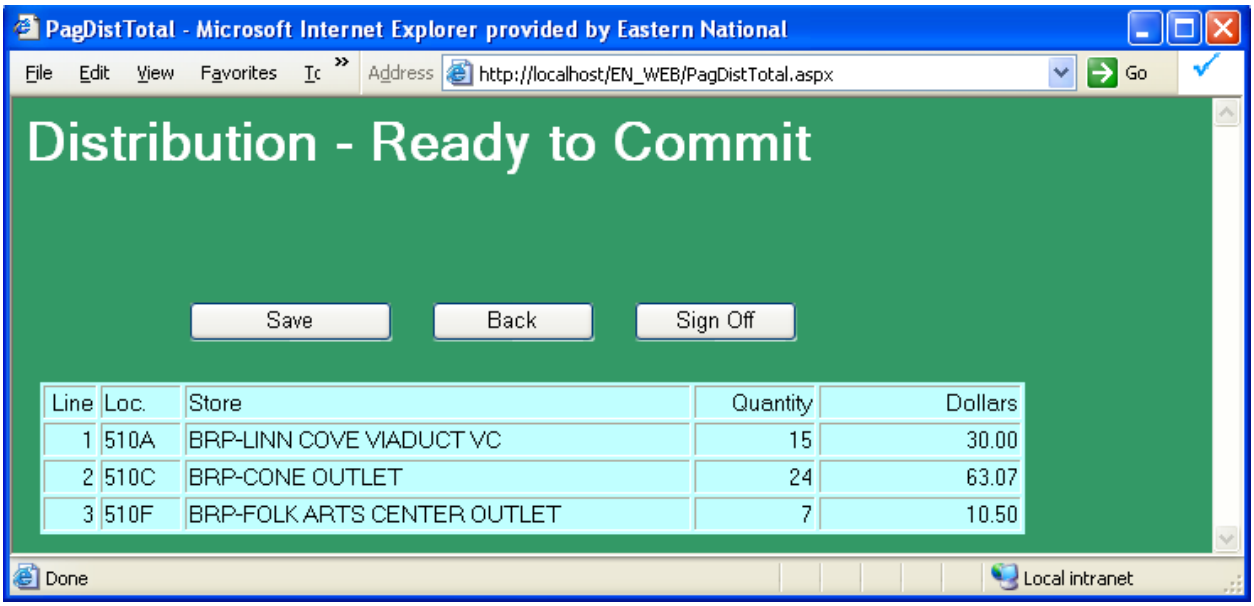
1. One line for each Transfer In store will be displayed with a sum of the quantity and the cost in dollars for the transfers entered (or computed based on the Calc Method). This is the same grid as on the “Enter Distribution” page.

Options:

1. Save – save the distribution. Someone needs to use the Transfer feature (option 3 on the Main Menu) to generate transfers from this distribution.

2. Back – returns to the “Enter Distribution” page.

3. Sign Off – returns to the “Login” page.


PagDistTotal - Microsoft Internet Explorer provided by Eastern National
File Edit View Favorites Tc
Address http://localhost/EN_WEB/PagDistTotal.aspx
Go
Distribution - Ready to Commit
Save
Back
Sign Off
Line Loc. Store Quantity Dollars
1 510A BRP-LINN COVE VIADUCT VC 15 30.00
2 510C BRP-CONE OUTLET 24 63.07
3 510F BRP-FOLK ARTS CENTER OUTLET 7 10.50
Done
Local intranet

Distribution – Successfully Committed

Click Continue to return to the Distribution - Store Selection page and continue making additional distributions.

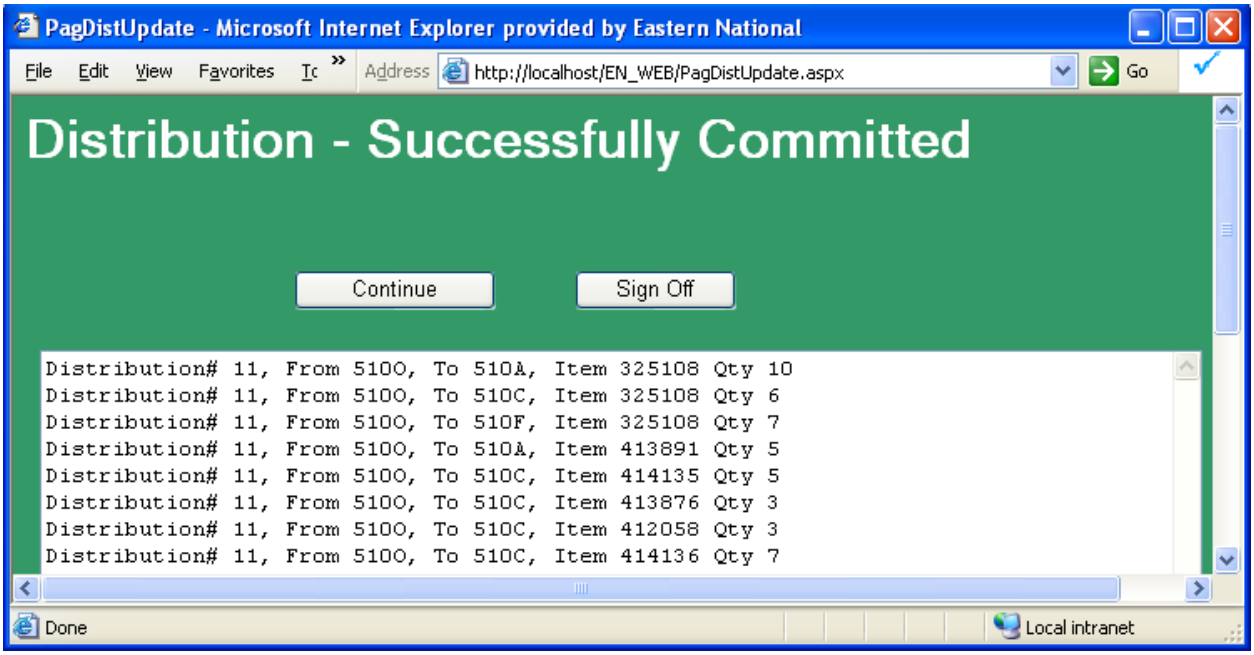
This displays a list of the Distribution Numbers that were generated, along with the Transfer Out store, the Transfer In store, the items being transferred, and the quantity of those items. You may use the "Print" button on the Internet Explorer toolbar (or File/Print menu) to print this page.

Options:

1. Continue – return to the "Store Selection" page.

2. Sign Off – return to the "Login" page.

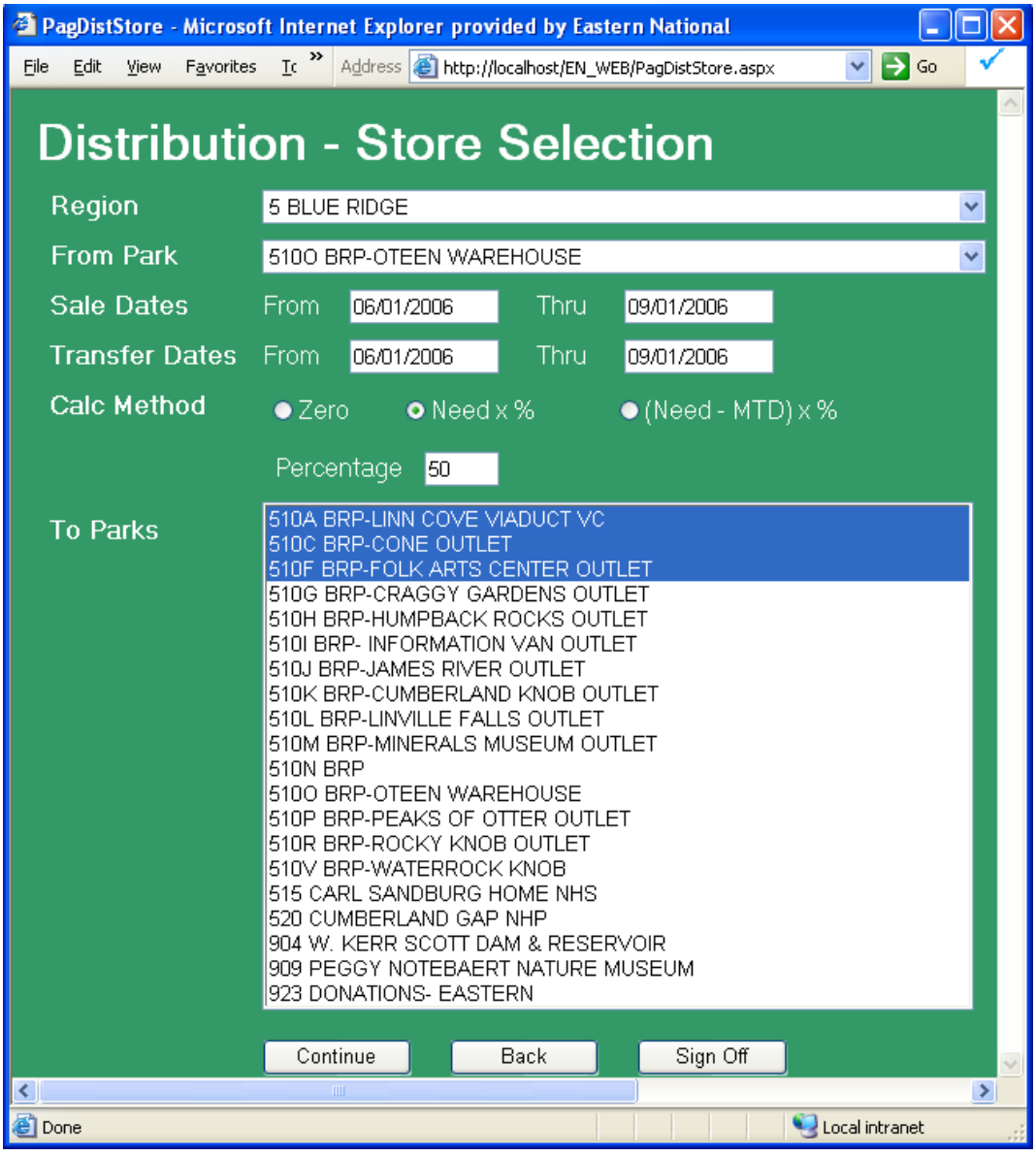
Note: there is no Back button, because at this point the system has been updated.


PagDistUpdate - Microsoft Internet Explorer provided by Eastern National
File Edit View Favorites Tc
Address
http://localhost/EN_WEB/PagDistUpdate.aspx
Go
Distribution - Successfully Committed
Continue
Sign Off
Distribution# 11, From 510O, To 510A, Item 325108 Qty 10
Distribution# 11, From 510O, To 510C, Item 325108 Qty 6
Distribution# 11, From 510O, To 510F, Item 325108 Qty 7
Distribution# 11, From 510O, To 510A, Item 413891 Qty 5
Distribution# 11, From 510O, To 510C, Item 414135 Qty 5
Distribution# 11, From 510O, To 510C, Item 413876 Qty 3
Distribution# 11, From 510O, To 510C, Item 412058 Qty 3
Distribution# 11, From 510O, To 510C, Item 414136 Qty 7
Done
Local intranet

Return to Distribution - Store Selection

After committing a distribution, the program returns to the Store Selection page. Note that the program remembers all of your previous choices and will automatically prompt you for the same choices.

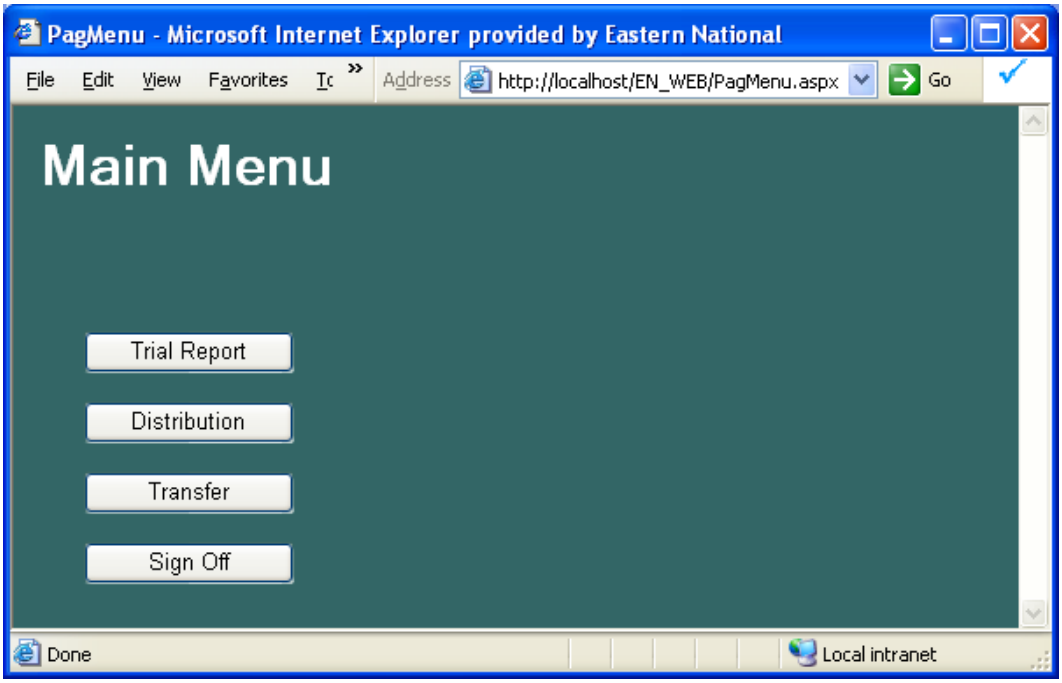
Also, if you click the "Back" button on any display, you return to the previous display showing the choices that were made on the previous display.



Clicking the Back button will return you to the Main Menu.

Main Menu – Transfer

On the Main Menu, click on the 3rd option, Transfer, in order to generate RMS HQ Transfers from the completed Distributions.



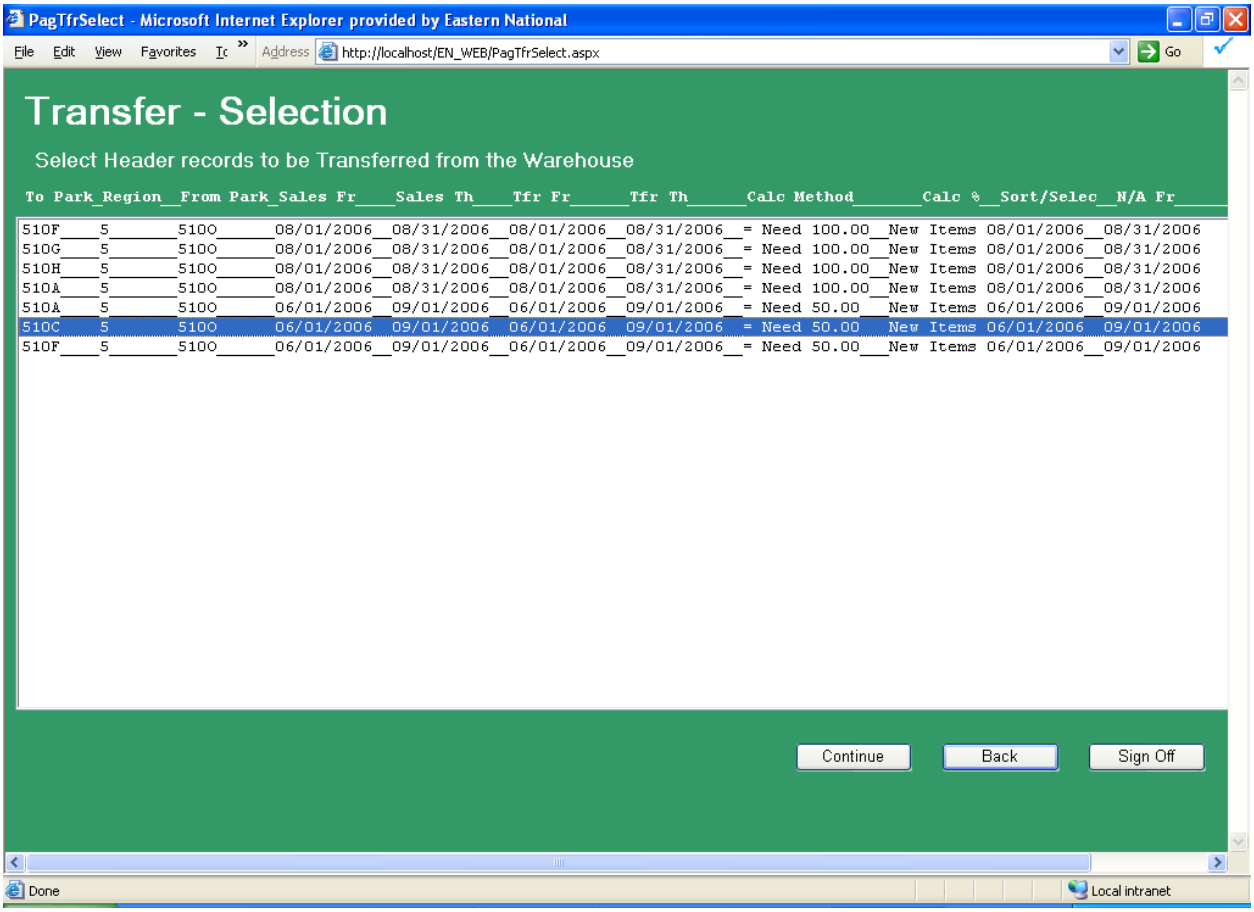
Transfer – Selection

The list shown below includes one line for every store. Each line shows the various parameters that were used to originally enter the distribution. Once a distribution for a receiving store has generated a transfer, that item will no longer show on this list. Only distributions which have not been transferred will appear.

Only one line may be selected. The user highlights one line and clicks Continue to begin the transfer process.

Clicking Back will return to the Main Menu.

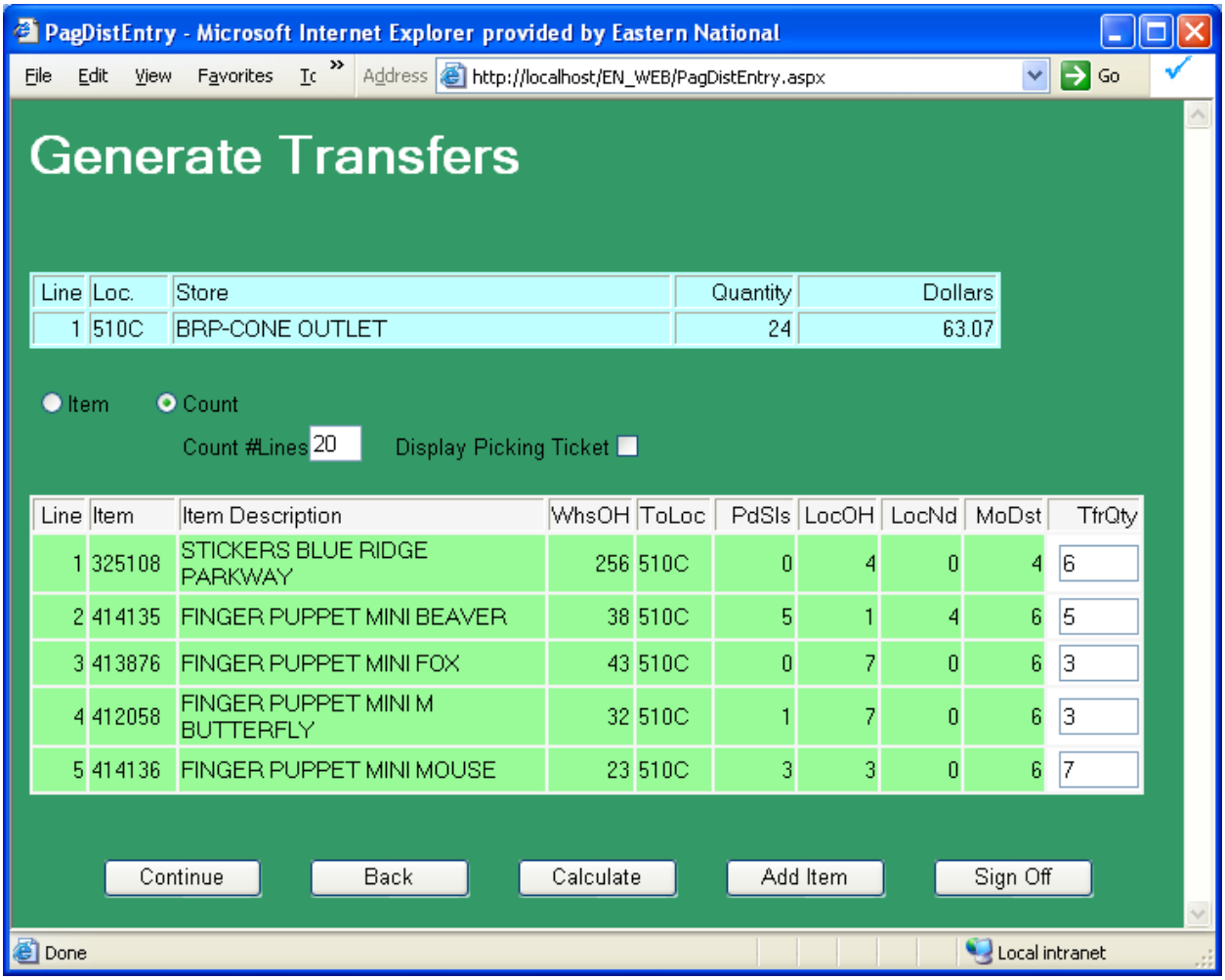
Clicking Sign Off will return to the Login page.



Generate Transfers

The Store Summary at the top will only ever show one store, because the system only allows generating one transfer at a time (from the warehouse to one receiving store).

The quantities entered at the time of distribution are shown in the right column. The user may change these quantities, up or down. After validating the quantities, the user clicks Continue to advance to the Transfer – Ready to Commit page.


PagDistEntry - Microsoft Internet Explorer provided by Eastern National
File Edit View Favorites Tc
Address http://localhost/EN_WEB/PagDistEntry.aspx
Go
Generate Transfers
Line Loc. Store Quantity Dollars
1 510C BRP-CONE OUTLET 24 63.07
Item Count
Count #Lines 20 Display Picking Ticket
Line Item Item Description WhsOH ToLoc PdSls LocOH LocNd MoDst TfrQty
1 325108 STICKERS BLUE RIDGE PARKWAY 256 510C 0 4 0 4 6
2 414135 FINGER PUPPET MINI BEAVER 38 510C 5 1 4 6 5
3 413876 FINGER PUPPET MINI FOX 43 510C 0 7 0 6 3
4 412058 FINGER PUPPET MINI M BUTTERFLY 32 510C 1 7 0 6 3
5 414136 FINGER PUPPET MINI MOUSE 23 510C 3 3 0 6 7
Continue
Back
Calculate
Add Item
Sign Off
Done
Local intranet

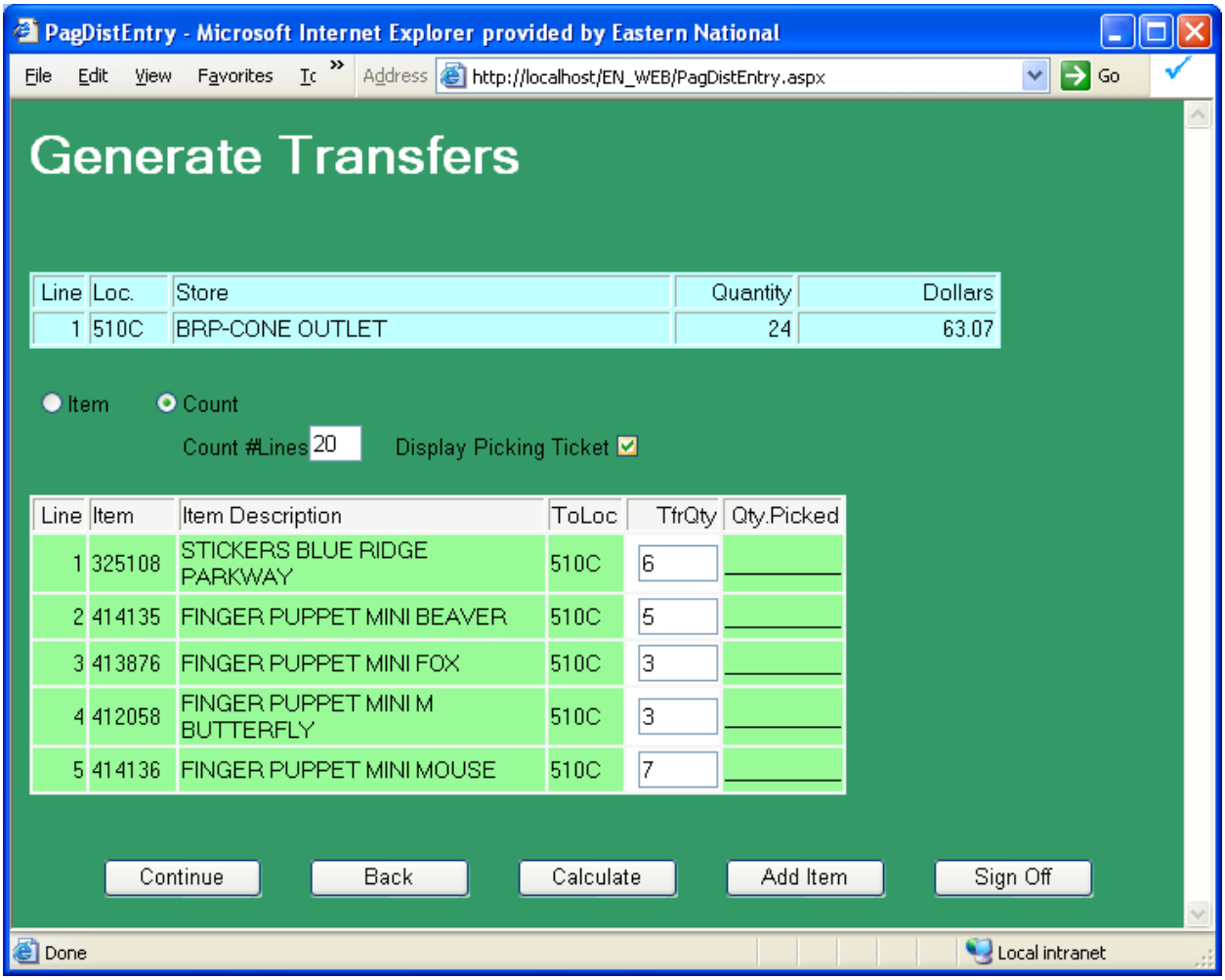
Top Options:

Below the store summary grid, there are two options “Item” and “Count”:

The Item option is automatically selected in Distribution mode, and the Count option is automatically selected when in Transfer mode. The user may change this option.

"Item" will show the gray heading line once for each item in the line item grid. The line item grid is sorted by Form A (1st digit of item number followed by the item description), and then by the receiving location. As shown above, lines 1-3 are the same item, 325108, sorted by the "ToLoc", 510A, 510C, and 510F. This is in the Distribution mode. When in Transfer mode, only one "ToLoc" is shown, therefore it would be a waste to shown the gray heading line for every item. When the Count option is selected, the "Count #Lines" is used to determine how often the gray heading line repeats. This defaults to every 20 lines.

Checking the "Display Picking Ticket" hides the columns for "WhsOH", "PdSls", "LocOH", "LocNd", and "MoDst". In addition, it shows a blank column after the "TfrQty" columns. By clicking the Internet Explorer print button, the user can print a picking list. The user may wish to generate a picking list on paper, then click the Back button to work on something else until the items are picked and verified. Once the items are picked, the user can then reselect the transfer to complete it. Display Picking Ticket will show the data in the following format:


PagDistEntry - Microsoft Internet Explorer provided by Eastern National
File Edit View Favorites Tc
Address http://localhost/EN_WEB/PagDistEntry.aspx
Go
Generate Transfers
Line Loc. Store Quantity Dollars
1 510C BRP-CONE OUTLET 24 63.07
Item
Count
Count #Lines 20
Display Picking Ticket
Line Item Item Description ToLoc TfrQty Qty.Picked
1 325108 STICKERS BLUE RIDGE PARKWAY 510C 6
2 414135 FINGER PUPPET MINI BEAVER 510C 5
3 413876 FINGER PUPPET MINI FOX 510C 3
4 412058 FINGER PUPPET MINI M BUTTERFLY 510C 3
5 414136 FINGER PUPPET MINI MOUSE 510C 7
Continue
Back
Calculate
Add Item
Sign Off
Done
Local intranet

Bottom Options

Continue – will advance to the Transfer – Ready to Commit display where the transfer can be generated, completing the processing of the distribution.

Back – will return to the Transfer Selection display, allowing the user to change the distribution to be transferred.

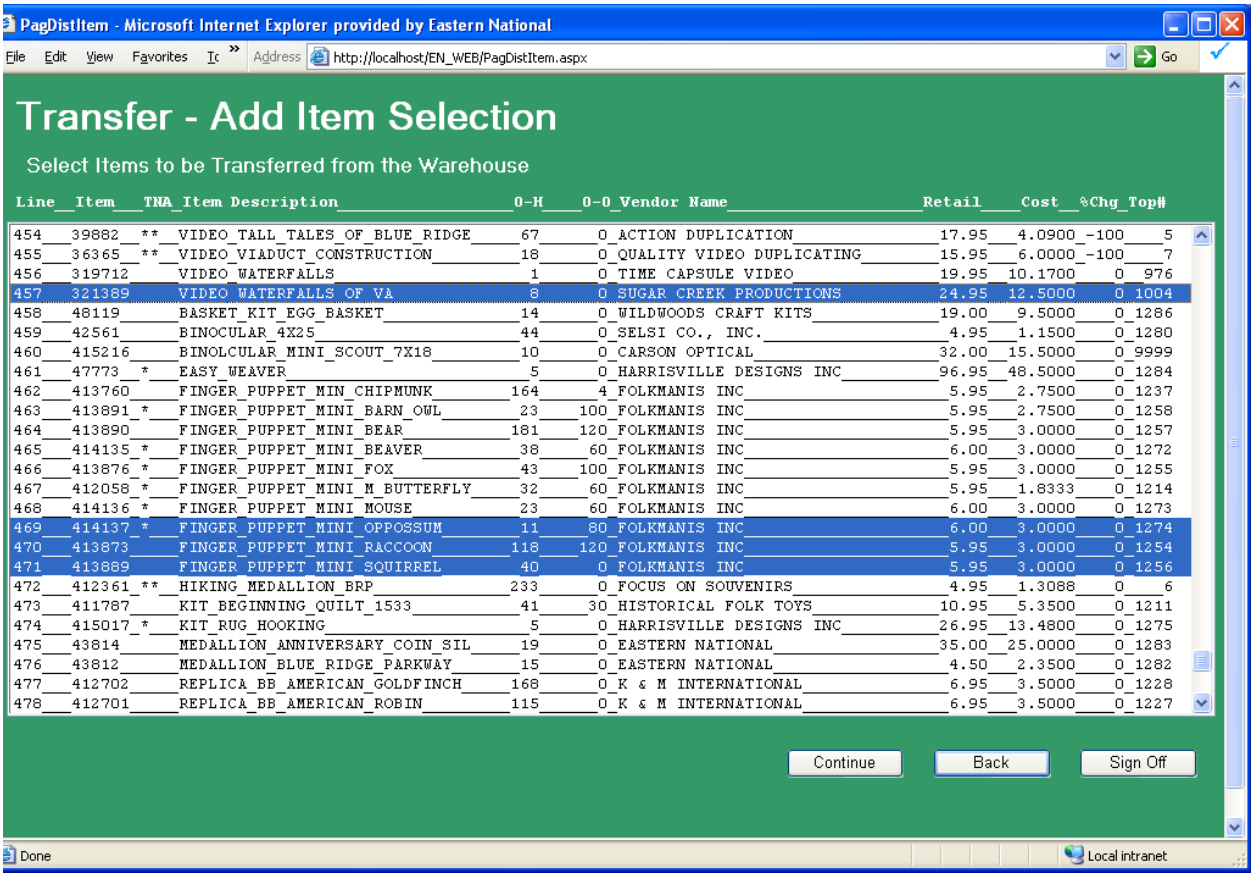
Calculate – will recompute the store summary at the top from the entries that were made in the Tfr.Qty. column.

Add Item – will allow adding a new item number to this distribution / transfer. The item to be added can be an item that is being restocked or an item that is new to the location. The user will see a list of all items in the warehouse which have a quantity on hand.

Sign Off – will return the user to the Login display.

Transfer – Add Item Selection

Clicking the Add Item button at the bottom of the Generate Transfers display will show the following:


PagDistItem - Microsoft Internet Explorer provided by Eastern National
File Edit View Favorites Tc
Address http://localhost/EN_WEB/PagDistItem.aspx
Go
Transfer - Add Item Selection
Select Items to be Transferred from the Warehouse
Line Item TNA Item Description O-H O-O Vendor Name Retail Cost %Chg Top#
454 39882 ** VIDEO_TALL_TALES_OF_BLUE_RIDGE 67 0 ACTION DUPLICATION 17.95 4.0900 -100 5
455 36365 ** VIDEO_VIADUCT_CONSTRUCTION 18 0 QUALITY VIDEO DUPLICATING 15.95 6.0000 -100 7
456 319712 VIDEO_WATERFALLS 1 0 TIME CAPSULE VIDEO 19.95 10.1700 0 976
457 321389 VIDEO_WATERFALLS_OF_VA 8 0 SUGAR CREEK PRODUCTIONS 24.95 12.5000 0 1004
458 48119 BASKET_KIT_EGG_BASKET 14 0 WILDWOODS CRAFT KITS 19.00 9.5000 0 1286
459 42561 BINOCULAR_4X25 44 0 SELSI CO., INC. 4.95 1.1500 0 1280
460 415216 BINOLCULAR_MINI_SCOUT_7X18 10 0 CARSON OPTICAL 32.00 15.5000 0 9999
461 47773 * EASY_WEAVER 5 0 HARRISVILLE DESIGNS INC 96.95 48.5000 0 1284
462 413760 FINGER_PUPPET_MIN_CHIPMUNK 164 4 FOLKMANIS INC 5.95 2.7500 0 1237
463 413891 * FINGER_PUPPET_MINI_BARN_OWL 23 100 FOLKMANIS INC 5.95 2.7500 0 1258
464 413890 FINGER_PUPPET_MINI_BEAR 181 120 FOLKMANIS INC 5.95 3.0000 0 1257
465 414135 * FINGER_PUPPET_MINI_BEAVER 38 60 FOLKMANIS INC 6.00 3.0000 0 1272
466 413876 * FINGER_PUPPET_MINI_FOX 43 100 FOLKMANIS INC 5.95 3.0000 0 1255
467 412058 * FINGER_PUPPET_MINI_M_BUTTERFLY 32 60 FOLKMANIS INC 5.95 1.8333 0 1214
468 414136 * FINGER_PUPPET_MINI_MOUSE 23 60 FOLKMANIS INC 6.00 3.0000 0 1273
469 414137 * FINGER_PUPPET_MINI_OPPOSSUM 11 80 FOLKMANIS INC 6.00 3.0000 0 1274
470 413873 FINGER_PUPPET_MINI_RACCOON 118 120 FOLKMANIS INC 5.95 3.0000 0 1254
471 413889 FINGER_PUPPET_MINI_SQUIRREL 40 0 FOLKMANIS INC 5.95 3.0000 0 1256
472 412361 ** HIKING_MEDALLION_BRP 233 0 FOCUS ON SOUVENIRS 4.95 1.3088 0 6
473 411787 KIT_BEGINNING_QUILT_1533 41 30 HISTORICAL FOLK TOYS 10.95 5.3500 0 1211
474 415017 * KIT_RUG_HOOKING 5 0 HARRISVILLE DESIGNS INC 26.95 13.4800 0 1275
475 43814 MEDALLION_ANNIVERSARY_COIN_SIL 19 0 EASTERN NATIONAL 35.00 25.0000 0 1283
476 43812 MEDALLION_BLUE_RIDGE_PARKWAY 15 0 EASTERN NATIONAL 4.50 2.3500 0 1282
477 412702 REPLICA_BB_AMERICAN_GOLDFINCH 168 0 K & M INTERNATIONAL 6.95 3.5000 0 1228
478 412701 REPLICA_BB_AMERICAN_ROBIN 115 0 K & M INTERNATIONAL 6.95 3.5000 0 1227
Continue
Back
Sign Off
Done
Local intranet

The above list is sorted in Form A order. It shows all items in the warehouse (sending store location) which have a quantity on hand. The user selects which items should be added to the existing distribution and clicks continue to have these items added to the Generate Transfers display.

Continue – returns to Generate Transfers adding any items that were selected.

Back – returns to Generate Transfers without adding any items (even if some were selected).

Sign Off – returns to the Login display.

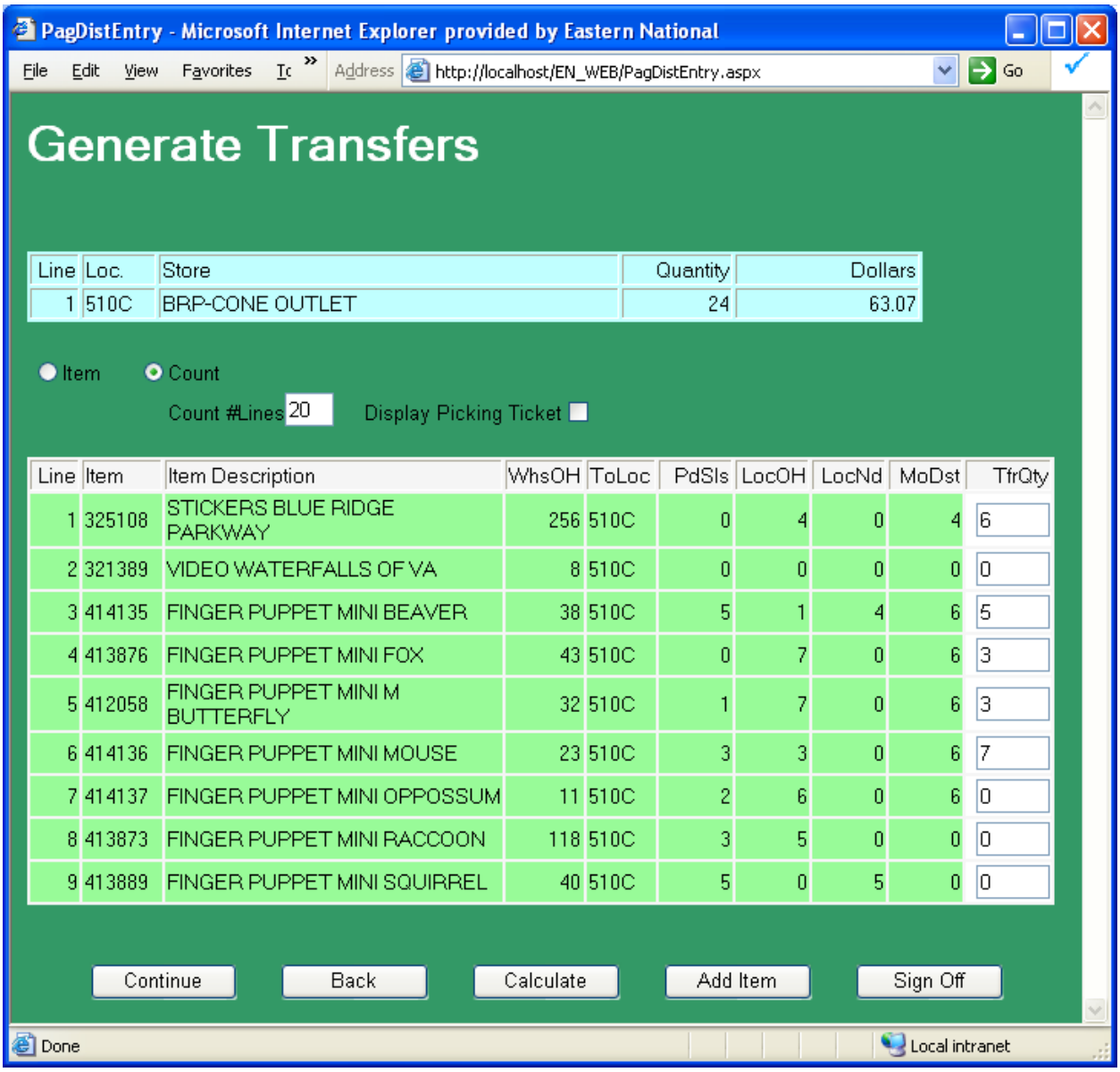
A user may select a list of items by clicking on one item and using Shift/click to highlight another item.

A user may select various items by using Ctrl/click on any number of items.

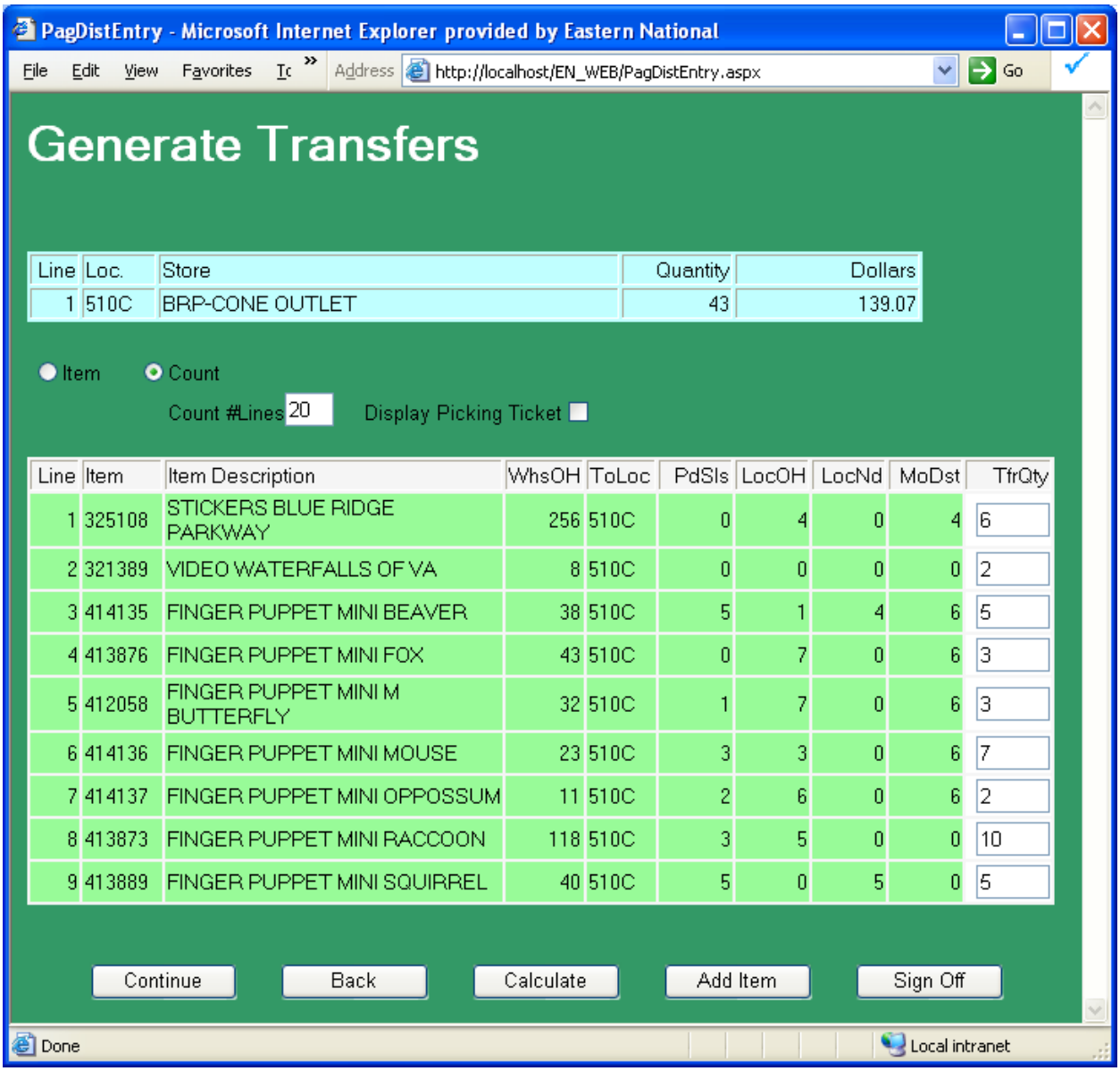
Returning to Generate Orders from Add Items

After adding the items shown on the previous page and clicking Continue, the user returns to the Generate Transfers display seen below. Notice that the added items have zero in the TfrQty column. Also notice that the items added are merged in with the items that were part of the original distribution (i.e., the new list continues to be sorted by Form A).

The user may simply enter in a transfer quantity for these added items and click Continue to view the Transfer – Ready to Commit display. The user may also enter the quantities and click Calculate before proceeding.


PagDistEntry - Microsoft Internet Explorer provided by Eastern National
File Edit View Favorites Tc
Address http://localhost/EN_WEB/PagDistEntry.aspx
Go
Generate Transfers
Line Loc. Store Quantity Dollars
1 510C BRP-CONE OUTLET 24 63.07
Item
Count
Count #Lines 20
Display Picking Ticket
Line Item Item Description WhsOH ToLoc PdSls LocOH LocNd MoDst TfrQty
1 325108 STICKERS BLUE RIDGE PARKWAY 256 510C 0 4 0 4 6
2 321389 VIDEO WATERFALLS OF VA 8 510C 0 0 0 0 0
3 414135 FINGER PUPPET MINI BEAVER 38 510C 5 1 4 6 5
4 413876 FINGER PUPPET MINI FOX 43 510C 0 7 0 6 3
5 412058 FINGER PUPPET MINI M BUTTERFLY 32 510C 1 7 0 6 3
6 414136 FINGER PUPPET MINI MOUSE 23 510C 3 3 0 6 7
7 414137 FINGER PUPPET MINI OPPOSSUM 11 510C 2 6 0 6 0
8 413873 FINGER PUPPET MINI RACCOON 118 510C 3 5 0 0 0
9 413889 FINGER PUPPET MINI SQUIRREL 40 510C 5 0 5 0 0
Continue
Back
Calculate
Add Item
Sign Off
Done
Local intranet

This display shows that quantities were entered for the added items and that Calculate was clicked to update the store totals at the top.


PagDistEntry - Microsoft Internet Explorer provided by Eastern National
File Edit View Favorites Tc
Address http://localhost/EN_WEB/PagDistEntry.aspx
Go
Generate Transfers
Line Loc. Store Quantity Dollars
1 510C BRP-CONE OUTLET 43 139.07
Item
Count
Count #Lines 20
Display Picking Ticket
Line Item Item Description WhsOH ToLoc PdSls LocOH LocNd MoDst TfrQty
1 325108 STICKERS BLUE RIDGE PARKWAY 256 510C 0 4 0 4 6
2 321389 VIDEO WATERFALLS OF VA 8 510C 0 0 0 0 2
3 414135 FINGER PUPPET MINI BEAVER 38 510C 5 1 4 6 5
4 413876 FINGER PUPPET MINI FOX 43 510C 0 7 0 6 3
5 412058 FINGER PUPPET MINI M BUTTERFLY 32 510C 1 7 0 6 3
6 414136 FINGER PUPPET MINI MOUSE 23 510C 3 3 0 6 7
7 414137 FINGER PUPPET MINI OPPOSSUM 11 510C 2 6 0 6 2
8 413873 FINGER PUPPET MINI RACCOON 118 510C 3 5 0 0 10
9 413889 FINGER PUPPET MINI SQUIRREL 40 510C 5 0 5 0 5
Continue
Back
Calculate
Add Item
Sign Off
Done
Local intranet

Continue – advance to the Transfer – Ready to Commit display.

Back – return to the Transfer Selection display.

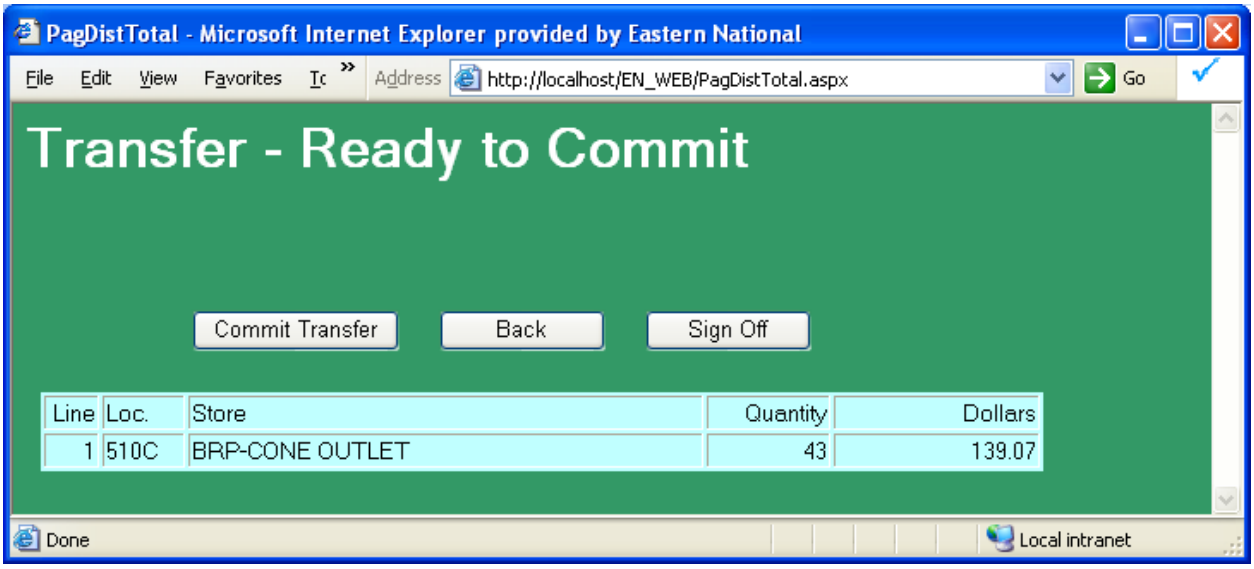
Calculate – recomputed the store totals and redisplay.

Add Item – advance to the Transfer – Add Item Selection display.

Sign Off – return to the Login display.

Transfer – Ready to Commit

Click Commit Transfer to create the RMS Headquarters 330 Transfer Worksheet. The transfer will not appear in the sending or receiving store until the stores are polled. Therefore, the goods should not be physically transferred until the polling occurs and the Transfer is committed within the RMS Store Operations program.



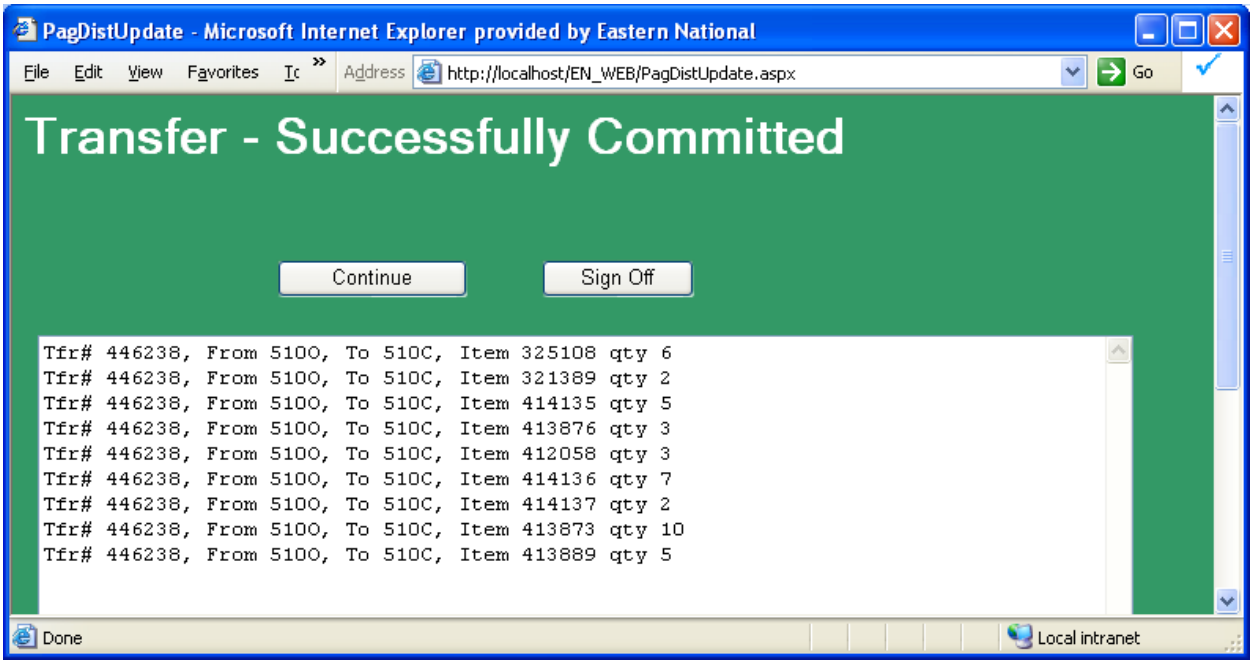
Commit Transfer – creates the worksheets and advances to the display.

Back – returns to the Generate Transfers display.

Sign Off – returns to the Login display.

Transfer Successfully Committed

This display summarizes the results of the transfer that was just completed. Using the print screen feature of Internet Explorer will print this on paper for future reference, if needed.


PagDistUpdate - Microsoft Internet Explorer provided by Eastern National
File Edit View Favorites Tc
Address
http://localhost/EN_WEB/PagDistUpdate.aspx
Go
Transfer - Successfully Committed
Continue
Sign Off
Tfr# 446238, From 5100, To 510C, Item 325108 qty 6
Tfr# 446238, From 5100, To 510C, Item 321389 qty 2
Tfr# 446238, From 5100, To 510C, Item 414135 qty 5
Tfr# 446238, From 5100, To 510C, Item 413876 qty 3
Tfr# 446238, From 5100, To 510C, Item 412058 qty 3
Tfr# 446238, From 5100, To 510C, Item 414136 qty 7
Tfr# 446238, From 5100, To 510C, Item 414137 qty 2
Tfr# 446238, From 5100, To 510C, Item 413873 qty 10
Tfr# 446238, From 5100, To 510C, Item 413889 qty 5
Done
Local intranet

Continue – return to the Transfer Selection display to complete more transfers.

Sign Off – return to the Login display.

Note: there is no back button because the transfer is completed at this point.